



CITY OF BLOOMINGTON
parks and recreation

*A 1999, 2002, 2003, 2004, and 2006 National Gold Medal Finalist
and 2007 National Gold Medal winner
for Excellence in Parks and Recreation*

CAPRA (Commission for Accreditation of Park and Recreation Agencies) Accredited

Student Internship Program

***Your path to the profession
starts here ...***



This manual has been prepared to assist students interested in the Bloomington Parks and Recreation Department obtain the best internship experience possible and to prepare them for a career in parks and recreation. The Bloomington Parks and Recreation Internship Program has been designed to give students comprehensive practical experience. The objectives of this Internship Program are:

- ❖ Help the student meet university requirements.
- ❖ Contribute to the professional development of the student through contact with professionals.
- ❖ Benefit the parks and recreation profession by offering unique work/learn opportunities to future professionals.
- ❖ Gain firsthand knowledge and understanding of public recreation agencies, including the structures and forces which affect them.
- ❖ Test the students' interests and desires for a career in parks and recreation.
- ❖ Provide an opportunity for the students to apply classroom concepts in a practical setting through involvement in a variety of designated assignments.
- ❖ Develop techniques and skills common in public recreation agencies.
- ❖ Provide students the opportunity to become aware of and analyze their own values to determine if they are consistent with a career in human services.
- ❖ Provide guidance through a variety of special seminars to help the student identify the career track that best suits their interests.
- ❖ Actively assist successful university students in the pursuit of full-time employment upon completion of their fieldwork/internship experience.



City of Bloomington Parks and Recreation Department Mission

The Bloomington Parks and Recreation Department will provide essential services, facilities, and programs necessary for the positive development and well-being of the community through the provision of parks, green ways, trails, and recreational facilities (both indoor and outdoor) while working in cooperation with other service providers in the community in order to maximize all resources available.

Department Quality

The Bloomington Parks and Recreation Department strives to maintain high quality services by:

- ❖ Providing safe, clean, and aesthetically pleasing park land and facilities.
- ❖ Finding the best possible supervisors, leaders, and instructors who are trained to perform at a high level and with exceptional customer service skills.
- ❖ Offering a variety of programs, services, and special events for the community that are safe, fun, provide a sense of community, and ensure healthy lifestyles.
- ❖ Supporting opportunities for input from community residents concerning programs, services, fees, and facilities

Your Responsibilities

In addition to performing your job responsibilities, it is extremely important to keep in mind that you are a representative of the Bloomington Parks and Recreation Department at all times. Whether you are supervising a facility, leading a game, selling concessions, or working in the park, your appearance, attitude, and personality is a direct reflection of this Department. What you say and do creates an image for the consumer, “our public.” Guests participating in an activity or visiting a facility will make important judgments and form opinions concerning this Department based on you and your ability and desire to provide quality customer service. Act cheerful, courteous, and polite. Remember, your job is to help participants enjoy their leisure experience.

Some specific areas of Student Intern responsibilities include:

- ❖ Become exposed to all areas of the Bloomington Parks and Recreation Department including recreation programming, facility management, administration, maintenance/landscape, and any other area of special interest.

- ❖ Attend all recreation staff and assigned meetings.
- ❖ Complete specific short term projects assigned by the Intern Supervisor. These projects will benefit both the student as well as the Department.
- ❖ Complete all reports and other specifications required by the university/school. Submit copies of all reports to the Intern Supervisor for review before sending them to the university/school.
- ❖ Consult your Intern Supervisor when confronted by problems which you cannot satisfactorily solve yourself.
- ❖ Show initiative and creativity. Make constructive suggestions or proposals.
- ❖ Familiarize yourself with regulations, policies, and procedures pertaining to the Bloomington Parks and Recreation Department.
- ❖ Be friendly, courteous, and respectful to all program participants and staff of the Bloomington Parks and Recreation Department.

YOU ARE OUR MOST VALUABLE ASSET!

Application and Interview

Upon receiving an **inquiry** from the student regarding an agency internship, representatives of the Bloomington Parks and Recreation Department will reply with an Application for Internship. The application should be completed and returned to the agency along with the items listed below:

Application

- ❖ A current resume
- ❖ A list of strengths and growth areas as they would apply to the internship. Identification of strengths and growth areas are requested to help the agency identify programs that will supplement and aid the development process of the student.
- ❖ A one-page statement of why you are interested in doing your internship with this agency. This can be accomplished in an introductory letter.
- ❖ The completed application form

Application Schedule

- ❖ Summer 2014 internship application deadline: **March 7, 2014**
- ❖ Fall 2014 internship application deadline: **June 20, 2014**
- ❖ Winter/Spring 2015 internship application deadline: **October 17, 2014**

Questions? Contact Paula McDevitt, Recreation Services Director
mcdevitp@bloomington.in.gov

Once the agency has received the above information, an interview may be arranged as follows:

Interview

- ❖ The supervisor will schedule an interview date and time.
- ❖ The interview will usually take – 1.0 hours.
- ❖ The Supervisor will notify the student in writing of acceptance or rejection from the Bloomington Parks and Recreation Internship Program.

Working Hours

Interns will be expected to work at least 40 hours per week, which may include some evenings and/or weekends. Generally you will be working 8 a.m. to 5 p.m., Monday through Friday, but to complete your job successfully additional hours are required. You will also be allowed one hour each day for lunch. The time of day at which this hour is taken will vary according to your schedule.

If an illness occurs during your fieldwork/internship experience, your supervisor should be notified as soon as possible. When you are going to be unable to work for any reason, your intern supervisor must be notified in advance.



Dress Code

Dress will depend on specific assignments. When working in the office, professional attire is important. Due to varying duties, occasionally other types of apparel are appropriate. For all sponsored and community events held by Bloomington Parks and Recreation, the student will wear a staff shirt provided by the Department.

Office Space

Interns will have office space in one of the Bloomington Parks and Recreation Department's facilities. All facilities are equipped with a desk, supplies, phone, and computer.

Compensation

The Bloomington Parks and Recreation Department may award a stipend to interns. This stipend will be paid at the mid term and completion of the internship. In addition to any awarded stipend, interns have the opportunity to earn extra money through part-time employment within the Department outside of the requirements of the internship.

Career Assistance

The Bloomington Parks and Recreation Department provides a number of different career preparation services such as:

- ❖ Continuing education and training opportunities
- ❖ Resume and cover letter preparation
- ❖ Access to IPRA, NRPA, job assistance services, and other professional associations.

Assignments

Prior to the beginning of each internship assignment, staff members cooperatively produce a project/assignment list. Assignments will be made based on the intern's strengths, growth areas, and interests. Some areas of emphasis include but are not limited to:

- *Recreation Programming
- *Special Event Planning
- *Facility Management
- *Marketing

- *Staff Supervision
- *Personnel Management
- *Accounting Procedures

Each student will also receive a schedule of department seminars. These seminars will introduce Interns to every aspect of a public parks and recreation department.

Evaluation

According to each university's/school's procedures, the internship supervisor will complete a midterm and final evaluation. The evaluation will include verbal and written feedback. It is important that both the intern and the supervisor discuss any questions or concerns consistently during the internship so there are no surprises in the evaluation. Good communication throughout the internship will help you gain as much knowledge and experience as possible in a short time. The student will have the opportunity to review the written evaluation which is turned in to the university. The intern is expected to evaluate his or her experiences in writing and to discuss them with his or her supervisor. Through this process, Bloomington Parks and Recreation can provide a better internship program in the future. Your comments and suggestions are welcome and encouraged.

Internship Application

Name_____

Home Phone_____Cell Phone_____

Email_____

Address_____

City_____State_____Zip Code_____

EDUCATION

College/University_____

City/State_____

Major(s)_____

Graduation Date_____

Name of Intern Placement Advisor_____

Address_____

Phone_____

Signature of Intern Placement Advisory_____

I AM APPLYING FOR FIELDWORK/INTERNSHIP TO BEGIN APPROXIMATELY:

MONTH _____ DAY _____ YEAR _____

AND END:

MONTH _____ DAY _____ YEAR _____

The following information must accompany the internship application:

- Current resume
- List of strengths and growth areas as they would apply to your internship.
- A one-page statement of why you are interested in completing your internship with this agency.
- Mail to: Bloomington Parks and Recreation, 401 N. Morton, Suite 250 Bloomington, IN 47402 (Attn: Paula McDevitt)
- Or e-mail application materials to: mcdevitp@bloomington.in.gov

****Internship Manual** is available on the Web site: bloomington.in.gov/parks**